



Bulletin

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VOL. 2005 NO. 509 ♦ USDA Food Ordering & Customer Service (FOCUS) Team Update

ECOS Web Updates: Modifications & Enhancements Released 4/21/2005

Modifications:

Roll Up: Corrections were added to fix incorrect order number creation, rounding problems due to the commodities net pack weight and data display accuracy.

Requisition Entitlement / Bonus Summary Report: Each Recipient's meal count information will now display so the State can see discrepancies associated with entitlements and meal counts. A fix was also made to the Requisition reports to properly reflect commodity transfers.

Enhancements:

Default Delivery Location assigned by the State: At the State ordering level, this value that is set within the ECOS Administration section will only be used for a Recipient's or State's first requisition placed in ECOS. You will notice that the phrase: 'Default Deliver Location' was replaced with 'Initial Requisition Delivery Location'. At the Recipient Agency level, this will become the Recipient Agency users default value that gets populated to each new requisition. ECOS still allows the Recipient Agency user to change this value for a requisition but the default value will be used for their next new requisition.

Modify Requisitions: Both State and Recipient Agency users have the ability to modify their requisitions. The basic rules to determine if a requisition can be modified are:

- Only users with the role of Organization Administrator that **do not** require approval of requisitions can modify requisitions as long as the due dates are not passed.
- The State has not begun Roll Up on a particular commodity.

To find this new feature in ECOS, navigate to the 'My Account' screen. The link, 'Modify Requisition' was added to display all available requisitions. For State Organization Administrators, an additional link was added to the 'My Account' screen. The link, 'Reqs in Progress' was created to allow States to see all requisitions placed that are still available for modification. We do not encourage the Roll Up process while Recipients or States are placing requisitions for that same commodity.

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User Manual Updates:

Both the State Agency and Recipient Agency Manuals will be updated with the new features available in ECOS that are outlined above. The updated manuals will be posted by early May.